

Reference Code Draft

PORTSMOUTH HOSPITALS NHS TRUST**JOB DESCRIPTION****1 JOB DETAILS**

Job Holder	Vacant		
Job Title	Drug Therapy Guidelines Pharmacist	Division	Clinical Support
Reports to	Principal Pharmacist Clinical Services Surgical Services and Womens' and Childrens' Divisions	Department	Pharmacy
Grade	D subject to grading panel	Location	QAH

2 JOB PURPOSE

To develop and manage the preparation of Drug Therapy Guidelines on behalf of the local health economy.

3 DIMENSIONS

Budgets	Medicines Portsmouth Hospitals £10.4M Secondary Care component of PCTs £1.2M Primary Care component of PCTs £70M
Staff	Manages and trains rotational B/C grade pharmacists and pre-registration pharmacy students May supervise the day to day activities of one or more pharmacists and supervise dispensing activities of an MTO3 and MTO1/2s

4 ORGANISATION CHART

See attached

5 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Qualifications	Registered Pharmacist. Postgraduate certificate or equivalent experience Completion of UK Medicines Information Pharmacists' training course is desirable
Experience	Minimum 4 years experience in hospital pharmacy with experience in clinical pharmacy, medicines information and evaluation of new medicines Communication with internal and external clinical teams including primary care pharmaceutical and medical advisors and GPs

Skills	<p>Good communication, negotiating and networking</p> <p>Evaluation of medical literature (including problem solving and critical appraisal skills)</p> <p>Time management, prioritisation and organisational skills</p> <p>Presentation skills, verbal and written</p> <p>1-1 training skills</p> <p>1-2</p>
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6 KEY RESULT AREAS

1 Clinical Guidelines Pharmacist

- 1.1 Working with divisional pharmacists and PCT pharmaceutical advisors to establish and agree a programme for developing new drug therapy guidelines and submitting annual programme to Guidelines and Medicines Management Committee for approval.
- 1.2 Providing support to Guidelines Project Managers in the production of drug therapy guidelines in line with Portsmouth Hospitals NHS Trust policy and protocol for Preparation of drug therapy guidelines and associated Work Instructions.
- 1.3 Working with divisional pharmacists and PCT pharmaceutical advisors identify and review drug therapy guidelines according to an agreed rolling programme.
- 1.4 Submitting draft guidelines to Guidelines and Medicines Management Committee, reviewing and agreeing proposals for changes prior to submission to the Formulary and Medicines Group and Area Prescribing Committee.
- 1.5 Maintaining a record of preparation of drug therapy guidelines using PHPS Form 07001U in accordance with PHPSWI07001U Preparation, Approval, Publishing, Audit and Review of Drug Therapy Guidelines.
- 1.6 Preparing annual updates of drug therapy guidelines publications and ensuring their availability on intranet sites
- 1.7 Maintaining a programme of audits of compliance with drug therapy guidelines and feeding back results to Guidelines and Medicines Management Committee.

2 General Responsibilities

- 2.1 Participating in dispensary cover for 10% of working time plus weekend and bank holiday rotas. Participating in clinical pharmacy service for up to 30% of working week.
- 2.2 Setting learning objectives for grade B/C pharmacists, providing training support and appraising staff performance to ensure that they can prepare drug therapy guidelines in accordance with the PHT policy and relevant work instructions.
- 2.3 Applying pharmaceutical knowledge to the receiving of medicines information enquiries to ensure that answers are given promptly and that information provided is factually correct and relevant to the question asked.
- 2.4 Undertaking continuous professional development, training needs assessment and vocational training to develop and update knowledge and skills applicable to the needs of this role and appropriate developmental training for future roles within the pharmacy service.

7 COMMUNICATIONS AND WORKING RELATIONSHIPS

Clinicians, Secondary Care Pharmacists, including community hospital pharmacists, PCT Advisors and GPs with regard to preparation of drug therapy guidelines.

Medical Director, Chairman of APC, Chairman of Formulary and Medicines Group, Senior Managers within divisions and PCTs with regard to implementation and dissemination of drug therapy guidelines with audit and training recommendations

Other pharmacists and pharmacy technicians concerning the day-to-day running of pharmacy services

Medicines information pharmacists with regard to preparation and review of drug therapy guidelines and training of pharmacy staff

8 MOST CHALLENGING PART OF JOB

Working with a wide range of senior clinicians to produce drug therapy guidelines applicable to primary and secondary care.

9 JOB DESCRIPTION AGREEMENT

Job Holder's signature	Date	
Senior Officer/Head of Department	Date	May 2003
Title	Pharmacy Services Manager	

C:\My Documents Portshos.Pharmacy JD 2003 Job Description Drug Therapy Guidelines Pharmacist
May 2003

PORTSMOUTH HOSPITALS NHS TRUST

Person Specification/Interview Assessment Form

Post Title and Ref No	Clinical Guidelines Pharmacist	Candidate	
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			FOR OFFICE USE ONLY				
			Ratings				
Factor	Person Specification		Comments	1	2	3	4
	Essential	Desirable					
Experience	Minimum four years hospital pharmacy Communication with internal and external clinical teams	Experience in clinical pharmacy, medicines information and evaluation of new medicines					
Qualifications	Registered pharmacist PGC in clinical pharmacy or equivalent experience	PGD in clinical pharmacy. Completion of UK Medicines Information training course					
Skills and Knowledge	Communication, negotiation and networking Presentation oral and written	Time management, prioritisation skills Organisational skills in small department 1-1 training Prescription evaluation and clinical problem solving					
Personal Qualities	Ability to work in small team						
<i>Circumstances</i> Eg flexibility, mobility							
Other Factors							
Overall Impression							

Ratings:-

6 1 = Does not meet essential criteria

2 = Meets some essential criteria

7 3 = Meets all essential and some desirable criteria
desirable criteria

4 = Meets all essential and all/most

Selection decision (subject to checks):

Reason:

Signature:		Date:	
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Failure to complete this form in full will result in the form being returned to you and a possible delay in appointing the successful candidate.

**Portsmouth Hospitals NHS Trust
Pharmacy Service**

**DRUG THERAPY GUIDELINES PHARMACIST
GRADE D**

This new post is jointly funded by Portsmouth Hospitals and Fareham and Gosport Primary Care Trust. The post-holder will develop and manage the preparation of drug therapy guidelines on behalf of the local health economy. This process will be supported by a newly formed Guidelines and Medicines Management Sub Committee, which reports to the Area Prescribing Committee.

A programme for production of guidelines has been approved concentrating initially on elderly patients but there are approximately 100 drug treatment guidelines in need of review and updating. The post-holder will be based at Queen Alexandra Hospital, will work closely with the Medicines Information Department and will share activities with other members of the MI team. In addition there will be opportunities to maintain an active clinical base and to continue study for postgraduate clinical pharmacy qualifications.

For further information, informal visit or application form please contact Jeff Watling on 02392 286415